



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
FORT DRUM, NEW YORK 13602-5000

AFZS-DRM-ZA

MAR 03 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #3, Open Door Policy

1. Reference: AR 600-20.
2. All leaders share the responsibility to care for the welfare of the people. The chain of command should be actively involved in solving the problems of their subordinates. In order to support this process, I have an open door policy that encourages each soldier, civilian, or family member to come see me whenever he or she believes that the chain of command is unable or unwilling to solve a problem.
3. I am aware that there are times when someone may want to discuss the problem with someone outside the chain of command. Other avenues may include the inspector general, the chaplain, the legal assistance office, the equal opportunity officer, or the Army Community Service staff. In the case of civilian employees, the civilian personnel officer, the equal employment opportunity officer, or your union representatives may be of assistance.
4. Good leaders solve their subordinates problems, directly or putting their subordinates in touch with agencies who can. If you feel that these agencies are unresponsive or unable to assist you, my door is always open for you.
5. A copy of this policy memorandum will be posted on all unit bulletin boards and maintained in unit files.
6. To see me, contact the Garrison Command Sergeant Major, Deputy Garrison Commander or my secretary at extension 25501.

DAVID J. CLARK  
Colonel, Military Police  
Garrison Commander

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A (Garrison Staff Only)